DOCUMENT RESUME

ED 130 800 PS 008 954

TITLE	Licensing Standards for Day and Night Care Homes.
INSTITUTION	Illinois State Dept. of Children and Family Services, Springfield.
SPONS AGENCY	Office of Child Development (DHEW), Washington, D.C.
PUB DATE	76
GRANT	OCD-CB-509
NOTE	40p.
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	*Certification; Child Care; *Child Care Workers; *Day Care Services; *Early Childhood Education; Elementary School Students; *Family Day Care; Family Structure; Handicapped Children; Health Services; Infants; Nutrition; Preschool Children; Records (Forms); Social Services; *Standards
IDENTIFIERS	*Illinois

ABSTRACT

This booklet contains the licensing standards for day and night care homes established by the Illinois Department of Children and Family Services. A day care home is described as a place away from home where a child can feel cared for and cared about. Standards have been set up to provide a safe, secure day care home with responsive and caring adults, and the regulations are divided into the following major areas: licensing, records and reports, home facilities, the day care family, services to children, children with special needs, school age children, night care and infants and toddlers. (MS)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

10176

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

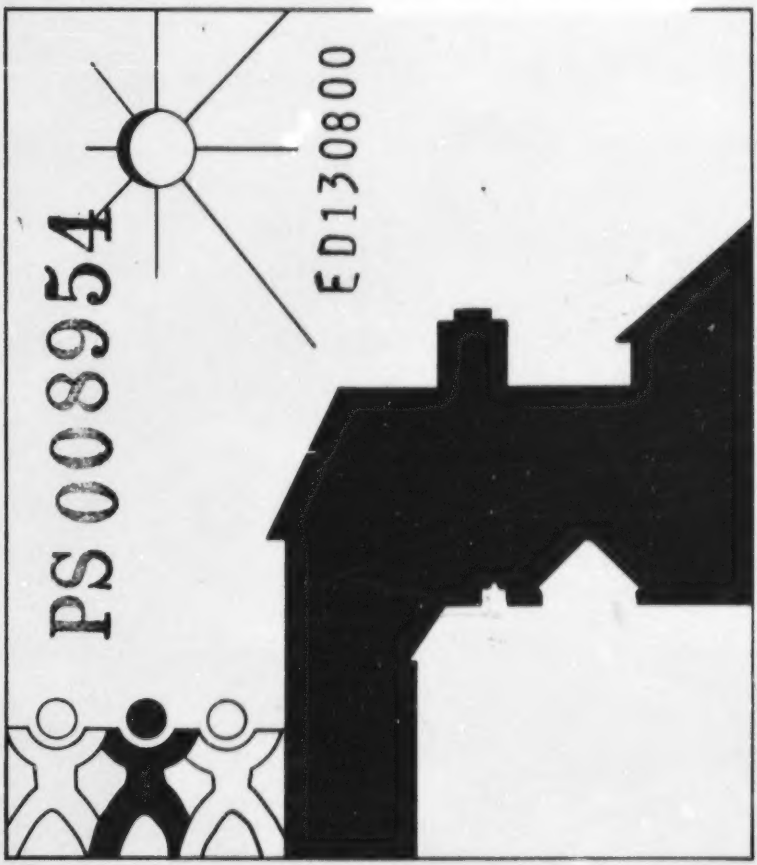
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

PS 008954

ED130800

Licensing Standards

Day and Night Care Homes



OFFICE OF CHILD DEVELOPMENT
Illinois Department of Children and Family Services

Regulation 5.09

LICENSING STANDARDS

for

Day and Night Care Homes

PS 008954

Regulation 5.09

OFFICE OF CHILD DEVELOPMENT

Illinois Department of Children and Family Services

TABLE OF CONTENTS

INTRODUCTION 3

BASIS FOR AND APPLICATION OF THE STANDARDS:
CHILD CARE ACT DEFINITIONS 6

DEFINITIONS: AS THEY APPLY TO THE CONTENT OF
D.C.H. STANDARDS 8

LICENSING 10
- Application 10
- Permit 10
- License 11
- Changes 11
- Renewal 12
- Reinstatement 12
- Revocation 12
- Consequences 13
- Remediation 13
- Cooperation 13

RECORDS & REPORTS 14
- Children's Records 14
- Family Home Records 15
- Reports 15

HOME FACILITIES 16
- Safety 16
- Kitchen 16
- Water Supply 16
- Insect and Rodent Control 17
- Animals 17
- Indoor Space 17
- Outdoor Space 18
- Other Use of Premises 18

THE DAY CARE FAMILY 19
- Characteristics of the Family 19
- Qualifications of the Caregiver 19
- Assistants and Substitutes 19
- Qualification of Assistants 20
- Health of Day Care Family Assistants 20

SERVICES TO CHILDREN 21
Admission to the Home 21
Children Permitted 21
Health and Medical 22
Discipline 24
Program 25
Program Equipment: Toys and Materials 25
Nutrition 26
Transportation 27
CHILDREN WITH SPECIAL NEEDS 29
SCHOOL AGE CHILDREN 30
Program 30
Nutrition 30
Transportation Policy 30
NIGHT CARE 31
Health and Sanitation 31
Program 31
Nutrition 32
INFANTS AND TODDLERS 33
Ages Served 33
Program 33
Feeding 33
Hygiene and Sanitation 34
Equipment 34
Materials 35
ACKNOWLEDGEMENTS 36
RESOURCE PERSONS 37
STAFF 37

INTRODUCTION

A day care home provides for the child a place away from home where he can feel cared for and cared about. It is the place where he spends many hours of the day and he needs an environment in which he can feel secure and comfortable. It is where he learns to trust others and to feel protected. It is where he is helped to gain a sense of himself.

The atmosphere in the home is created by the caregiver. It is through the caregiver's thoughtfulness, concern for his needs, and interest in his growth that he learns the home is a good place to be. It is because she provides a predictable day for him that he develops a stable sense of time and space, and can feel secure in his environment. Most important, it is knowing that she and his own parent support and cooperate with each other for his sake that makes him more confident and self-assured.

The following standards have been set up with these goals in mind – to provide a safe, secure, day care home with responsive and caring adults. The regulations are but the basic tools necessary. The spirit comes from the caregiver.

The regulations are divided into the following major areas: Licensing, Records and Reports, Home Facilities, the Day Care Family, Services to Children, Children with Special Needs, School Age Children, Night-Care, and Infants and Toddlers.

LICENSING

The process of licensing protects the safety and welfare of the children and lends credibility and support to the day care home. A licensed home is a symbol of a caregiver who is concerned with meeting the standards set by the State of Illinois for care of children, and is the first basic step for a parent who seeks day care services.

RECORDS AND REPORTS

Records are needed to facilitate communication, and to meet legal requirements which protect both the caregiver and the child. Forms are supplied by the Department and enable the caregiver and the parent to have a clear understanding of responsibilities in specific areas.

HOME FACILITIES

Day care homes can provide children with a comfortable, small personal setting. The home atmosphere can increase a sense of belonging and of being an individual. The home can be an environment that offers children a place to play, explore, help in household routines, learn, and have fun.

THE DAY CARE FAMILY

The caregiver in the home is a very special person to the child. The quality of his relationship with her is essential to his own sense of himself. The child can flourish in a home where he is treated with affection and understanding, and where the adult who cares for him is nurturing, genuinely responsive to him, and one who delights in his growth and development.

Good communication between the caregiver and the child's parents adds to the child's ability to develop trust in his environment. Cooperative planning between caregiver and parents will assure a consistent atmosphere which will help the growing child make sense out of his world.

SERVICES TO CHILDREN

The caregiver, in providing services, needs to understand young children and to thoughtfully plan the home environment. The best conditions for the child are those which are favorable to his need to discover, use, develop, and enjoy his capacities. He needs opportunities to develop in a wholesome environment that offers consistent and stabilizing influence.

CHILDREN WITH SPECIAL NEEDS

Children may have special needs due to physical, mental, or emotional disabilities. Like all children, they first need the caring environment conducive to growth. In addition, such children require special attention and services to help them develop to their fullest possible capacity.

SCHOOL AGE CHILDREN

School age children have needs which are different from those of the younger child in the home. They need more opportunities for taking initiative and responsibility for planning their own activities and following their interests. They need a comfortable atmosphere in which to relax after the school day. They need support and guidance for their growing independence, as well as continued nurturance for childhood needs.

NIGHT-CARE HOMES

Night-care homes provide care for a child during the night when a single parent, or both parents are absent from the home because of employment, emergency or other reasonable circumstances and the child is in need of supervision and guidance. Since a child normally spends evening hours with his parents, it is important that he be made to feel accepted as a member of the night-care family. A night-care home offers a safe environment for active and quiet plan and opportunity for physical, social, and emotional growth.

INFANTS AND TODDLERS

Infants are defined as children from 6 weeks to 15 months and toddlers as 15 months to 24 months. A home offering care to infants and toddlers has special requirements in addition to the licensed day care home standards. The added standards for adequate and safe infant care in a day care home are based on the facts that children under two years of age are completely dependent; are most susceptible to communicable diseases; require more constant mothering care, physical handling, and supervision; and may have greater emotional difficulty with separation from the mother.

No two babies are exactly alike. Each infant should be respected and understood according to his/her individual personality, and receive responsive, loving care. Cooperative planning and good communication between caregivers and parents is essential in providing a consistent atmosphere and predictable care so vital to infants and toddlers.

The infant and toddler shall have experiences which will promote growth and a sense of well-being. They shall have opportunities to develop motor skills, sensory learning and language. Sturdy, safe play material help children grow, develop, and learn. For infants and toddlers, playing with sounds is the basis for learning to talk; playing with people is the basis for learning to get along with them; playing with things helps the baby to master his body and eventually to master his environment.

BASIS FOR AND APPLICATION OF THE STANDARDS

EFFECTIVE DATE OF THE STANDARDS

The standards prescribed herein shall have the effect of law 10 days subsequent to being filed with the Illinois Secretary of State. These standards are effective September 1, 1976.

New Applicants

Persons who apply for a day or night care home license after the standards are filed with the Secretary of State must comply with all standards contained herein prior to the issuance of a license.

Current Applicants

Persons who currently have an application on file with the department must comply with all standards contained herein within a period of six months. A permit may be issued to current applicants if standards for a permit are met.

Current Licensees

Current holders of a valid license must comply with all standards contained herein within a period not to exceed 12 months.

THE CHILD CARE ACT DEFINITIONS

AUTHORITY: The Child Care Act of 1969, as amended, is the legal authority under which the Department of Children and Family Services prescribes standards for and licenses day-care and night-care homes as defined under the Act.

DEFINITIONS:

Section 2.01. "Child" means any person under 18 years of age.

Section 2.02. "Department" means the Illinois Department of Children and Family Services.

Section 2.03. "Guardian" means the guardian of the person of a minor.

Section 2.04. "Related" means any of the following relationships by blood, marriage, or adoption: parent, grandparent, brother, sister, stepparent, stepbrother, stepsister, uncle or aunt, or cousin of the first degree.

Section 2.05. "Facility for child care" or "child-care facility" means any person, group of persons, agency, association, or organization, whether established for gain or otherwise, who or which receives or arranges for care or placement of one or more children, unrelated to the operator of the facility, apart from the parents, with or without the transfer of the right of custody

in any facility as defined in this Act, established and maintained for the care of children.

Section 2.18. "Day care homes" means family homes which receive not more than 8 children for care during the day. The maximum of 8 children includes the family's natural or adopted children under age 16 and those children who are in the home under full-time care.

Section 2.19. "Night care facilities" means centers or family homes in which children are received for periodic care during the night when a single parent, or both parents, are absent from home because of employment, emergency or other reasonable circumstance, and the children are in need of supervision during sleeping hours. A facility may be licensed for either day care or night-time care, or both if circumstances permit, and whether the same children are served according to the work shifts of their parents or other circumstances. "Night care facilities" are further defined as follows:

(a) "Night-time home" means a family home which receives no more than 8 children, including the family's own children under age 16 for night-time care.

SEVERABILITY CLAUSE:

Should any section, subdivision, clause, phrase or provision of this regulation be held unconstitutional or invalid for any reason whatsoever, that holding shall not affect the validity of the remaining portions of this regulation.

DEFINITIONS

Definitions of terms used throughout the Day Care & Night-Time Standards

APPLICATION: the formal procedure whereby a person or persons wishing to conduct a child care home accurately completes a department form including appropriate signature(s) which allows the department to conduct a licensing investigation for the purpose of determining whether or not a permit or license may be issued to the applicants.

AUTHORIZED REPRESENTATIVE OF THE DEPARTMENT: the licensing representative or any person acting in the representative's behalf.

CAPACITY: the maximum number of children allowed to be present in a Child-Care Home at any one time.

CONSULTANTS: persons providing technical assistance or advice regarding any aspect of the total operation of the program of the home.

DEPARTMENT: the Illinois Department of Children and Family Services.

DISCIPLINE: the ongoing process of helping children to develop inner controls so that they can manage their own behavior in socially approved ways.

INFANT: a child between the ages of 6 weeks and 15 months.

INDEMNIFICATION AGREEMENT: an agreement between the home and parent(s) or guardian of a child enrolled whereby the parent or guardian agrees to indemnify the home against loss or damage arising from the claim or demand of such child. That is, to make good to the home such monetary damage as the home may suffer.

LICENSE: a legal sanction to operate for a period of two years when minimum standards have been satisfactorily met.

LICENSED CAPACITY: the maximum number of children permitted in the home at any one time.

MINIMUM STANDARDS: the requirements that the Department deems essential to the protection and care of children in a day care home.

PARENTS: person(s) assuming legal responsibility for the care and protection of the child on a 24-hour basis; this term also applies to the legal guardian and/or legal custodian.

PERMIT: a legal authority to operate for a period not to exceed 2 months when specific minimum standards have been met.

PERMIT PERIOD: a 2-month period of time during which the home must come in full compliance with minimum standards.

PERSON: any person, group of persons, agency, association, or organization, who or which receives one or more children, unrelated to the operator of the home apart from the parents, for care during any part of the day.

PHYSICIAN: a person licensed to practice medicine in the State of Illinois.

PROGRAM: all activities provided for the children during their hours of attendance in the home.

REAPPLICATION: the process by which a licensee reapplies for renewal of his license to operate a child-care home, either because of its expiration or because of a change in the circumstances under which the current license was issued, such as the name, address, ages of children, license capacity, or area used for children.

REINSTATEMENT: the process by which a license is issued to a person if a license or permit has been revoked or denied by the Department or is voluntarily surrendered or withdrawn by a person.

RELATED SERVICES: refers to, supportive services for children such as, but not limited to psychological, medical, social, or health services.

RELEASE: the giving up a claim or possible claim by the parent or guardian against the home.

RESOURCES: may include related services mentioned previously and community agencies such as, but not limited to, libraries, university laboratories, and their professional staffs, audiovisual materials, museums, and parks.

TODDLER: a child between the ages of 15 months through 24 months.

SPECIAL NOTE: DELETE THE
DEFINITION OF INDEMNIFICATION
AGREEMENT ON PAGE 9 OPPOSITE.

LICENSING

Application

1. **Application For A License Shall Be Filed With The Department.**

   Compliance Requirements:

   A. Application shall be made on forms provided by the Department.

   B. Applicants must be at least 18 years of age.

   C. Separate applications shall be filed for a day-care license and/or a night-time license.

   D. The application shall be signed by the persons proposing to provide the service.

Permit

2. **A Newly Esteblished Home May Be Issued A Permit.**

   Compliance Requirements:

   A. A permit is a legal authority to operate for a period not to exceed two months during which time specified minimum standards must be met.

   B. The following shall be met prior to issuance of a permit:

      (1) Application for license must be filed.

      (2) Home must reasonably meet standards.

      (3) Names of character references provided.

      (4) Written plan for compliance with all standards within a period not to exceed 2 months.

         (a) All required medical exams.

         (b) Water test results, if private supply is used.

         (c) All other standards not met at time of initial investigation.

3. **After A Permit Has Been Issued, The Home Shall Operate Within The Conditions Of Issuance.**

   Compliance Requirements:

   A. The permit shall be for a probationary period of two months and shall not be renewable.

B. The permit shall be on display in the home.

C. No permit is transferable.

D. The number of children specified on the permit shall be the maximum allowed in the home at any one time.

E. The age limits of the children specified on the permit shall be observed.

License

4. **A License Shall Be Issued When All Rules And Regulations Pertaining To The Standards Herein Have Been Met.**

Compliance Requirements:

A. The license shall be valid for two years.

B. The license shall be on display in the home.

C. The license shall not be transferred to another person, nor shall it be valid for an address other than the one on the license issued.

D. The number of children specified on the license shall be the maximum number of unrelated children under care in the home at any one time.

E. The age limits specified on the license shall be observed.

F. Child care may be provided only in area or areas specified on license.

Changes

5. **A New Application Shall Be Filed When There Is A Change In The Information On A Valid License.**

Compliance Requirements:

A. Reapplication is the process by which a license is obtained when there is a change of the specifications on the existing license.

B. Reapplication shall be made when it effects any one of the following items on the license document.

(1) Name

(2) Address

(3) Ages of Children

(4) License Capacity

(5) Area Used For Children

(6) Responsible person(s)

Renewal

6. **Application For The Renewal Of A License Shall Be Made To The Department.**

Compliance Requirement:

Application for renewal shall be made at least three months prior to license expiration, on forms provided by the Department.

Reinstatement

7. **When Reinstatement Is Sought, A New Application Shall Be Filed.**

Compliance Requirements:

A. Reinstatement is the process by which a license is issued to a person if a license or a permit has been revoked or denied by the Department or is voluntarily surrendered or withdrawn by a person.

B. No person whose license or permit has been revoked or denied issuance by the Department shall seek reinstatement within six months.

C. Reinstatement may be sought at any time if a license or permit or application has been voluntarily surrendered or withdrawn by the applicant.

Revocation

8. **The Department May Revoke Or Refuse To Renew The License Of Any Child-Care Facility Or Refuse To Issue Full License To The Holder Of A Permit.**

Compliance Requirements:

Revocation or refusal to renew may occur if the holder of a License or Permit:

A. Consistently fails to maintain standards prescribed and published by the Department.

B. Substantially violates any of the provisions of the license issued.

C. Furnishes or makes any misleading or any false statements or reports to the Department.

D. Refuses to submit to the Department any reports or refuses to make available to the Department any records required by the Department in making investigation of the facility for licensing purposes.

E. Fails or refuses to submit to an investigation by the Department.

F. Fails or refuses to admit authorized representatives of the Department at any reasonable time for the purpose of investigation.

G. Fails to provide, maintain, equip, and keep in safe and sanitary conditions premises established or used for child care as required under standards prescribed by the Department.

H. Refuses to display its license or permit.

I. Fails to maintain financial resources adequate for the satisfactory care of children served in regard to upkeep of premises, provisions for personal care, education, and other essentials in the proper care, rearing, and training of children.

Consequences

9. **When The Department Revokes Or Does Not Renew A License, The Facility Shall Close Within Ten Calendar Days.**

10. **Persons Operating A Facility In Violation Of These Standards Are Subject To Fine And Imprisonment.**

Compliance Requirements:

The following shall be considered as violations.

A. Conduct, operate, or act as a child care facility without a license or permit in violation of Section 3 of the Child-Care Act of 1969.

B. The making of materially false statements in order to obtain a license or permit.

C. The advertisement of any service not authorized by license or permit held.

D. The publishing of any advertisement in violation of this Act.

E. The receipt within this State of any child in violation of Section 16 of the Child-Care Act of 1969.

F. The violation of any other provision of this Act or any reasonable rule or regulation adopted and published by the Department for the enforcement of the provisions of the Child-Care Act of 1969.

Remediation

11. **Any Person Whose License Had Been Revoked Or Refused Renewal May Appeal As Described In Section 9 of the Child-Care Act of 1969.**

Cooperation

12. **Authorized Representatives Shall Be Admitted To The Facility At Any Reasonable Time For The Purpose Of Investigation.**

13. **Care-Givers Shall Cooperate With Departmental Administrative Procedures In Order To Obtain A Permit Or License.**

DAY CARE HOME RECORDS AND REPORTS

Children's Records

14. Records As Required On Forms Supplied By The Department Shall Be On File With The Care-Giver.

Compliance Requirements:

A. There shall be a record of identifying information on each child received.

B. There shall be a signed medical report on file for each child.

(1) The report may be based on an examination held within the past 12 months.

(2) The report shall indicate that the child was found free of communicable diseases.

(3) The report shall indicate that the child has been immunized as required by current State Department of Public Health regulations. The required immunizations are poliomyelitis, measles, rubella, diptheria, pertussis, tetanus. Mumps immunizations are required at the earliest medically indicated time.

(4) The report shall include a statement on any physical limitations.

C. There shall be signed consent forms from the parent or guardian including:

(1) Permission for emergency care if the parent is not readily available.

(2) Permission to administer medicine.

(3) Indemnification agreements.

(4) Permission for someone other than parent or guardian to pick up child if necessary.

(5) Transportation provided by care-giver.

D. If immunization waiver is requested, a written statement signed by the parent or guardian shall be in the child's file.

(1) Waiver may be on constitutional grounds.

(2) Waiver may be made for children who for clinical reasons should not be subjected to immunizations.

(3) A home admitting such a child shall assume full responsibility for doing so.

(4) Parents of other children in the home must be notified and agree to this.

E. All information about the child and family shall be confidential

Family Home Records

15. Members Of The Household In Contact With The Children Under Care Shall Have A Complete Physical Examination.

Compliance Requirements:

A. The medical report shall be submitted on the forms provided by the Department.

(1) The report may be based on an examination within 12 months prior to application.

(2) A tuberculin skin test shall be included in the initial examination, not to be required in subsequent examinations unless indicated by the Department. If the skin test is positive, a chest X-ray is required.

(3) A tuberculin test for an infant shall be given at the discretion of the physician.

(4) The care-giver shall be found free of communicable diseases and shall be physically and emotionally fit in caring for young children.

B. Medical reexamination of care-givers and assistants will be required at the time of licensing renewal. At other times, examination may be required at the discretion of the physician or the Department.

Reports

16. Suspected Child Abuse, And/Or Neglect, Shall Be Reported To The Department Immediately.

SPECIAL NOTE: DELETE C, 3 "INDEMNIFICATION AGREEMENTS" ON PAGE 14 OPPOSITE.

18

HOME FACILITIES

Safety

17. **The Physical Facilities Of The Home, Both Indoors And Outdoors, Shall Meet Requirements For Safety To Children.**

Compliance Requirements:

A. The home shall be equipped with first-aid supplies.

B. The kitchen shall be equipped with a fire extinguisher.

C. Electrical outlets that are within reach of children shall have protective coverings. There shall be no exposed or uninsulated wiring.

D. Space heaters in areas occupied by children shall be separated by partitions or a barrier to prevent contact.

E. Where the basement area may be utilized for child care, at least one exit shall be provided directly to the outside at grade level. An operable window may be considered one means of exit, if large enough and accessible enough to accomodate an adult.

F. All walls and surfaces shall be free from chipped or peeling paint.

G. Walls of rooms that children use shall be maintained free of lead paint.

H. Furniture and equipment shall be kept in safe repair.

I. First-aid supplies, medication, cleaning materials, poisons, and other hazardous materials shall be stored in places inaccessible to children.

J. Dangerous tools and gardening equipment shall be stored in locked cabinets, if possible, or in places inaccessible to children.

K. Ammunition must be kept in a locked container, and guns and other weapons shall be inaccessible to children.

L. There shall be plans for evacuation, in case of emergency, such as fire, etc.

M. Exit doors shall be kept clear of equipment and debris at all times.

N. There shall be a telephone on the premises.

Kitchen

18. **The Kitchen Shall Be Clean And Equipped For Preservation, Storage, Preparation, And Serving Of Food.**

Water Supply

19. **A Safe And Sanitary Water Supply Shall Be Maintained.**

Compliance Requirement:

If a private water supply is used instead of an approved public water supply the applicant shall supply written records of current test results. New test results must be provided prior to relicensing. If nitrate content is high, bottled or city water must be used for infants.

Insect and Rodent Control

20. **Insect And Rodent Control Shall Be Maintained.**

Compliance Requirements:

A. All outside doors, operable windows, and other openings shall be adequately screened during seasons requiring insect control. Doors with operable self-closing devices do not have to be screened.

B. Chemicals for insect and rodent control shall not be applied in areas accessible to children when children are present.

Animals

21. **Small, Healthy, Animals May Be Permitted.**

Compliance Requirements:

A. A licensed veterinarian shall certify that the animals have been innoculated, when required, or are otherwise free of diseases that could endanger the children's health.

B. If certification is not available, animals shall be confined in an area not accessible to children.

C. There shall be careful supervision of children who are permitted to handle and care for the animals.

D. Immediate treatment for any child who sustains a bite or scratch or other injury from such source shall be available.

E. Turtles are prohibited.

Indoor Space

22. **Indoor Space Shall Consist Of A Clean, Comfortable Environment For Children.**

Compliance Requirements:

A. Natural or mechanical ventilation shall be provided.

B. The dwelling shall be kept clean, sanitary, and in good repair.

C. Windows, if opened, shall be screened.

D. There shall be provision for isolating a child who becomes ill or who is suspected of having a contagious disease.

Outdoor Space

23. **There Shall Be Safe Outdoor Space For Active Play.**

Compliance Requirements:

A. Space shall be provided in backyard or nearby parks or playgrounds.

B. Space shall be protected by physical means or by adult supervision against such hazards as pools, traffic, and construction.

C. Play areas shall be well drained and safely maintained.

D. If public parks or playgrounds are used for play, the children shall be closely supervised during play and while traveling to and from the area.

E. Supervision shall be provided during outdoor play by qualified care-givers.

Other Use of Premises

24. **Operation Of Other Business On The Premises Must Not Interfere With The Care Of Children.**

25. **A Day-Care Family Home May Not House Bedridden, Or Chronically Ill Persons Except By Permission Of The Department.**

THE DAY CARE FAMILY

Characteristics of the Family

26. Relationships Within The Family Shall Insure A Wholesome Atmosphere For Children.

Compliance Requirements:

A. Adult family members residing at the home and in contact with the children under care shall approve of the service being provided.

B. These adult family members shall be stable, responsible, mature individuals of reputable characters, who can exercise good judgement in caring for children.

Qualifications of the Care-Giver

27. The Care-Giver Must Be An Individual Who Demonstrates An Ability To Effectively Insure The Total Welfare Of A Child.

Compliance Requirements:

A. The care-giver shall exhibit warmth, maturity, emotional balance, patience, humor, and personal responsibility.

B. The care-giver shall respect the children and families served.

C. Specific areas of competence shall include:

(1) Knowledge of basic hygiene, safety, and nutrition.

(2) The ability to relate comfortably with parents and to communicate with them on differences in caregiving methods, values, and goals.

(3) The ability to communicate with children. This includes the ability not only to talk comfortably with children, but also to hold and touch them comfortably.

(4) The ability to set realistic controls for children and to enforce these without harshness or physical abuse.

(5) Knowledge of the child's need to explore and manipulate and the willingness to provide and maintain a home where children can enjoy living and learning.

Assistants and Substitutes

28. There Shall Be Plans For Substitutes

Compliance Requirements:

A. The care-giver shall have on file the names, addresses, and phone number of additional adult or adults who would be available to assist in an emergency.

B. The care-giver shall have a plan worked out and understood by parents in case of personal illness or absence from the home.

29. Assistants and Substitutes Must Be Of Suitable Ages.

A. The person assisting the care-givers shall be at least 16 years of age, except that the person may be 14 years of age when school is not in session.

B. A related child acting as an assistant shall not be counted for licensing purposes when determining the number of children that the home can be licensed for.

C. When the assistant is under 16 years of age, the substitute primary care-giver shall be at least 18 years of age.

Qualifications of Assistants

30. The Child-Care Assistant Shall Be Compatable With The Care-Giver, Capable Of Following Directions, And Responsive To Supervision.

31. The Child-Care Assistant Shall Be Able To Relate Well With Children.

Compliance Requirements:

A. The assistant shall be warm and friendly.

B. The assistant must genuinely enjoy physical and verbal interaction with young children.

C. The assistant shall be willing to help and maintain a safe, clean, and orderly environment while providing ample opportunity for children to explore, manipulate, and play.

D. The assistant shall exhibit maturity, emotional stability, patience, and humor.

E. The assistant shall respect the children and families served.

Health of Day-Care Family and Assistants

32. Members Of The Household And Assistants In Contact With The Children under care Shall Have A Physical Examination. (See Day Care Home Records and Reports, Regulation 15)

SERVICE TO CHILDREN

Admission to the Home

33. **Prior To Acceptance Of A Child For Care, The Care-Giver Shall Require That The Parent Or Guardian Accompany The Child To The Home To Become Acquainted With The Care-Giver And With The Service To Be Provided.**

34. **At The Time Of Acceptance, The Care-Giver Shall Have A Copy Of All Records As Defined Under Day Care Home Records And Reports, Regulation 14.**

35. **The Care-Giver Shall Have Sufficient Information About The Child So That The Parent And Care-Giver Can Make Suitable Plans For The Child's Stay In The Day-Care Home.**

Number of Children Permitted

36. **The Maximum Number Of Children Permitted In A Day-Care Home Shall Be 8 Under The Age Of 16, Including Own and Unrealated Children.**

Compliance Requirements:

A. A care-giver alone may care for up to 4 children under 5 years of age, and 4 over 5 years of age. No more than 2 children shall be under 2 years of age. Examples of acceptable age distribution patterns are given in the following chart.

Under 2 Years	2-5 Years	Over 5 Years	Total 8
0	4	4	8
0	3	5	8
0	2	6	8
0	1	7	8
1	3	4	8
1	2	5	8
2	2	4	8
2	1	5	8

B. An assistant is required for more than 4 children under 5 years of age. With one assistant employed, no more than 3 children shall be under 2 years of age.

Under 2 Years	2-5 Years	Over 5 Years	Total 8
0	5	3	8
0	6	2	8
0	7	1	8
0	8	0	8

Under 2 Years	2-5 Years	Over 5 Years	Total 8
1	4	3	8
1	5	2	8
1	6	1	8
1	7	0	8
2	3	3	8
2	4	2	8
2	5	1	8
2	6	0	8
3	2	3	8
3	3	2	8
3	4	1	8
3	5	0	8

C. The following exception is permitted: 6 children, 3 through 5 years of age may be cared for with no assistant required. No more than 3 of the 6 shall be under 4 years of age. In this situation, the additional 2 children to reach maximum capacity shall be 9 years of age or older.

Under 3 Years	Under 4 Years	4-5 Years	Over 9 Years	Total 8
0	3	3	2	8
0	2	4	2	8
0	1	5	2	8
0	0	6	2	8

Health and Medical Care

37. **Each Child Shall Be Inspected Daily, Upon Arrival, For Symptoms Of Illness.**

Compliance Requirement:

If such are present, the care-giver shall use discretion as to whether or not care can be provided to a sick child, depending upon the degree of illness, other children present, and facilities available for care.

38. **Special Necessary Medications Shall Be Administered According To Specific Instructions.**

Compliance Requirements:

A. Prescription medicine lables must bear the child's name, the physician's name, the name of the drug store or pharmacy, prescription number, date of the prescription, and directions for administering.

B. Patent medicines may be administered by care-giver if specific written instructions for administration by the parent are on file.

C. There shall be a signed statement by the child's parent or guardian giving permission to the care-giver to administer medicine to the child.

D. The care-giver shall maintain a record of the dates and hours in which dosages are given.

E. Medical services, such as direct medical care to the child, shall be administered as required by a physician, subject to the receipt of appropriate releases and indemnification agreements from parents.

39. There Shall Be An Emergency Plan For Each Child In Case Of Accident Or Sudden Illness.

Compliance Requirements:

A. The care-giver shall have available at all times the name, address, and telephone number where the child's parents or guardian, relative, friend, or physician, and the Department can be reached.

B. There shall be a planned source of readily available emergency medical care; a hospital emergency medical room, clinic, or the child's physician.

C. When the care-giver accompanies a child to the source of emergency care, there must be a qualified adult to assume supervision of other children in the home.

D. In case of illness or accident, the parent, guardian, or supervising agency responsible for the child shall be notified immediately, and the child shall be removed from the home as soon as possible.

40. Personal Hygiene Standards Shall Be Observed In Each Home.

Compliance Requirements:

A. Each child shall be provided with an individual towel and washcloth.

B. A separate sleeping arrangement, such as a bed, cot, crib, or playpen with individual bedding shall be provided for each child. A twin-size bed may be used, for 2 children, provided each child shall have individual sheets.

(1) The bed shall be kept in a clean and sanitary condition at all times, and bedding shall be suitable to the season.

(2) Family beds may be used for children in care if separate linens are used.

(3) Rubber sheets shall be used when necessary.

C. The care-giver shall require parents to supply clothing suitable to weather conditions, as well as a complete change of clothing in case of need.

D. Hands shall be washed and dried before meals.

E. Hands shall be washed and dried after toileting.

F. Sheets shall be changed when soiled and at least weekly.

Discipline

41. **The Care-Giver Shall Use Disciplinary measures Designed And Carried Out In Such A Way As To Help Individual Children Develop Self-Control And Assume Responsibility For Their Own Acts.**

Compliance Requirements:

A. The care-giver shall establish simple, understandable rules so that expectations and limitations are clear to the child.

B. Discipline shall not be out of proportion to the particular inappropriate behavior, as for example, scolding children for honest mistakes such as spills, and accidents caused by lack of coordination.

C. Discipline shall relate to the child's act, and be handled without prolonged delay on the part of the adult involved so the child is aware of the relationship between acts and consequences.

D. Removal from the other children as a means of helping a child gain control shall be for short periods of time only.

42. **Under No Circumstances Shall Any Child Be Subjected To Extreme Punishment.**

Compliance Requirements:

A. No child can be subjected to physical punishment, nor can shaming, frightening, or humiliating methods be used.

B. There can be no verbal abuse, threats, or derogatory remarks about the child or the child's family.

C. Depriving a child of meals or any part of meals shall never be used as punishment.

D. No child shall be punished for toilet accidents.

Program

43. The Care-Giver Shall Discuss Wtih Parents The Characteristics Of The Child.

Compliance Requirements:

A. The care-giver and parent shall discuss the child's habits activities, and schedules to insure consistency in planning for the child.

B. The parent and care-giver shall share concerns about the child's health, development, and behavior.

44. The Basic Program Shall be Well-Balanced And Provide Developmental Activities Geared To The Needs Of The Children Served.

Compliance Requirements:

A. Program shall be informal, providing a family atmosphere that promotes the physical and emotional well-being of the individual.

B. Children shall be encouraged to participate in the household routine of preparing food, setting tables, and cleaning up, if of appropriate age.

C. The program shall provide regularity in routines such as, but not limited to, eating, napping, and toileting, with sufficient flexibility to respond to the needs of the individual.

D. A good balance of active and quiet play must be provided.

E. There shall be activities, both indoors and outdoors, in which children make use of both large and small muscles.

F. There shall be a variety of chores and activities at the child's developmental level.

G. Each child's individuality shall be respected and a sense of self and development of self-esteem shall be encouraged.

Program Equipment; Toys and Materials

45. The Materials and Equipment And Their Arrangements And Use Must be Appropriate To The Developmental Needs Of The Child In Care.

Compliance Requirements:

A. Simple play equipment, suitable to the age and developmental needs of the child, shall be available for use indoors and outdoors.

B. Materials and Toys shall be kept clean, orderly, attractive, and accessible to the children.

C. There shall be stimulating play materials; these may include household items used creatively.

D. Materials and equipment must be of sufficient quantity to provide for a variety of experiences and to appeal to the individual interest of the child under care.

Nutrition

46. Meals And Snacks Shall Be Provided in A Quantity To Meet The Daily Nutritional Needs Of The Child.

Compliance Requirements:

A. A child of 1 to 6 years requires 1300-1800 calories daily. Food requirements for children between birth and the age of eating table food shall be geared to the individual needs of the child and determined by consultation of parents with a physician. The facility shall provide one-third to two-thirds of the daily calories depending on the length and time of day of the child's stay. This shall be divided as follows:

Milk: 6 ounces of Grade A pasteurized fortified milk.

Protein: Source (main dish) – 2 ounces of edible portion of meat, fish, or chicken. Other protein sources such as eggs, cheese, or dried peas or beans may be used twice a week. Peanut butter may not be used as the only source of protein. A casserole or mixed dish may be served, but it must contain 2 ounces of protein food per child or additional protein sources must be added to the meal to meet above requirements.

Vegetables: 2 servings per child (2-4 tbsps.). These may be cooked or raw. Vegetables rich in Vitamin A shall be served three times a week. Potatoes should be used at least twice a week. Enriched rice, macaroni, or noodles may be substituted for potatoes occasionally.

Bread: A serving of one or more slices of enriched or whole grain bread. An equivalent serving of cornbread, biscuts, rolls or muffins made of enriched or whole-grain meal or flour may be substituted.

Butter and/or Fortified margarine: One-half tsp. of butter or fortified margarine daily. This may be used as a spread for bread or in food preparation.

Fruit: A serving (one-fourth to one-half cup) of cooked or raw fruit or fruit juice (citrus-fortified juice containing 30 mg. of Vitamin C per serving).

B. Daily food requirements shall be determined according to the length of stay in the home.

(1) Children in attendance for more than two but less than five hours shall be served a mid-session snack consisting of one-half cup of pure fruit juice or properly processed canned or frozen

fruit juice with high citric content, or one to one-half cup of pasteurized milk, or one serving of fruit with high citric content. Enriched soda or graham crackers, raw vegetable sticks, toast sticks, or cheese cubes with juice or milk are optional.

(2) Children in attendance five to ten hours shall be served at least one-third of their daily food requirements, which shall include a well-balanced, nutritive meal. Occasional picnic-type meals may be substituted for a main meal. Mid-morning and mid-afternoon snacks consisting of fruit, fruit juice, or pasteurized milk (as prescribed under Regulation 46 B-1 above) shall be included. Children in attendance for over ten hours shall be served food to provide at least two-thirds of their daily food requirements. Two meals and the supplemental snacks will meet this requirement. One of the meals may be breakfast or supper, depending on the time the child arrives or departs.

(3) Children shall be served small servings of bite-size pieces with second helpings always available. Variations in size of serving allow for adaptation to the age and needs of each child, small and large appetites, etc.

(4) All meals shall be suitable for children and prepared by methods designed to conserve nutritive value, flavor, and appearance.

(5) Drinking water shall be readily available to the child at all times.

47. Mealtimes Shall Be Pleasurable Experiences For The Child.

Compliance Requirements:

A. There shall be enough time allowed for meals so the children can eat in an unhurried atmosphere.

B. Children shall be encouraged but not forced to try new foods.

C. To the extent possible, information provided by parents concerning the child's eating habits, food preferences, or special needs should be considered in planning menus.

D. A child's emotional response to food shall be respected, and his food preferences and eating habits shall not be permitted to become a source of friction at mealtimes.

E. Mealtimes should occur in a social atmosphere and afford children the close presence of an attentive adult.

Transportation

48. When Transporting Children, The Same Child/Adult Ratio Shall Apply, As Is Required In The Home, For The Ages And Numbers Of Children Being Served.

Compliance Requirements:

A. A suitable infant restraint or seat shall be available for each child and shall be used whenever the vehicle is in motion.

B. Children shall be instructed in safe transportation conduct appropriate for their age and stage of development.

C. While transporting the children, the driver shall be responsible for seeing that:

(1) Each child shall board or leave the vehicle from the curb side of the street, and shall be safely conducted to the home or facility.

(2) A responsible person shall receive the child when delivered to the home or the facility.

D. No child shall be left unattended in a vehicle.

E. All seats shall be forward-facing.

F. Unattached children's seats are not allowed.

G. Rear seats in automobiles, station wagons and carryalls shall have an unobstructed passageway for entrance and exit at all times.

49. The Care-Giver Shall Comply With State And Local Laws Pertaining To Vehicles.

Compliance Requirements:

A. The vehicle shall be in compliance with all relevant state statutes and local vehicle safety ordinances.

B. Evidence of compliance regarding vehicle liability and medical insurance shall be on file with the home records.

C. The vehicle shall be equipped with:

(1) Safety-locking devices on doors.

(2) A spare tire, ready for service, and usable jack.

(3) Individual seat belts for each passenger and driver.

CHILDREN WITH SPECIAL NEEDS

50. The Care-Giver Must Evidence Interest In And Be Competent To Serve The Child With Special Needs.

Compliance Requirements:

A. There shall be written evidence on file that resource persons with appropriate expertise have been consulted and their recommendations followed.

B. Children identified as having special needs shall have activities relating to those needs that are planned with parents and/or consultants.

51. There Shall Be Suitable Space And Equipment So That The Child Can Be As Safe And Independent As Possible.

Compliance Requirements:

A. Areas of the home shall be adapted as necessary if special devices are required for the child to function independently.

B. Space needs shall be determined by considering such factors as age and size of the child, activity recommendation, and ambulation problems.

52. Children Who Have Special Needs Due To Physical, Mental, And/Or Emotional Disabilities Shall Be Considered In The Licensed Capacity At The Age Level At Which They Function.

Compliance Requirement:

The age level at which the child functions for purposes of determining child/staff ratios shall be determined by the Department in consultation with appropriate resource personnel.

SCHOOL-AGE CHILDREN

All Regulations In These Standards For Licensed Day-Care Homes Shall Apply To A Home Offering Care To School Age Children.

Program

53. **Program and Activities Shall Be Provided That Meet The Developmental Needs Of School-Age Children.**

Compliance Requirements:

A. Outdoor and indoor activities shall be provided.

B. Children who have been in school all day shall have time set aside for relaxation and recreation.

C. There shall be opportunity for study in a quiet area.

D. Children shall be able to participate in after-school activities sponsored by the school.

E. Age-appropriate materials shall be provided. These include, but are not limited to: puzzles, games, books, art supplies.

Nutrition

54. **Nutritional Needs Shall Be Fulfilled.**

Complaince Requirements:

A. A snack shall be served when children arrive at the home after school. (see Regulation 46).

B. Children who come home from school for lunch shall be served a nutritionally balanced meal. (see Regulation 46).

Transportation Policy

55. **Areas Of Responsibility Shall Be Clearly Established Between Parent, School, And Care-Giver And Agreed To In Writing For:**

A. Children leaving the day care home to go to school.

B. Children leaving school to go home.

C. Children leaving the day care home for any reason.

D. Children participating in after-school activities or visiting friends.

NIGHT CARE

All Regulations In These Standards For Licensing Day Care Homes Shall Apply To Homes Offering Night Care.

Health and Sanitation

56. **No Child Shall Be Cared For Longer Than 12 Hours On Any Regular Basis.**

57. **The Child Shall Be Bathed, If Needed.**

58. **No Child Under 5 Years Of Age Is To Be Left Alone While In The Bathtub.**

59. **Each Child Must Have Individual Sleeping Garments That Are Clean And Comfortable.**

60. **Bed, Crib, Or Cot And Individual Linen And Bedding Shall Be Provided For Each Child Except As Herein Provided:**

    Compliance Requirements:

    A. A double bed shall be the minimum size for sleeping two children.

    B. Rubber sheets or suitable substitutes shall be supplied when necessary.

    C. If a crib is used there shall be no more than one and one-half inches of space between the mattress and bed frame when the mattress is pushed flush at one corner of the crib.

61. **A Child Who Goes To School From A Night-Care Facility Shall Be Clean And Properly Dressed According To The Weather.**

62. **Each Child Shall Have Individual Toilet Articles Such As Comb, Toothbrush, Towel, And Washcloth.**

63. **Health-Care Routines Shall Be Observed And Shall Include:**

    A. Brushing teeth at bedtime and/or upon rising.

    B. Brushing the hair upon rising.

    C. Establishing a routine for toileting at bedtime and upon rising.

Program

64. **A Schedule Shall Be Worked Out With Each Child's Parents That Complements And Supplements His Or Her Home Activities.**

    Compliance Requirement:

    When possible, children shall be left for care and picked up before and after their normal sleeping period so that there is minimum disturbance of the child during sleep.

65. **Time Shall Be Allowed For Both Indoor And Outdoor Play, Meals, Bathing, And Sleep.**

66. Evening Activities Shall Be Primarily Self-Selected By The Child.

Compliance Requirement:

Selection shall be from activities such as but not limited to outdoor play, reading, lounging, study, table games, group games, conversation, listening to music, watching television, and art.

Nutrition

67. The Home Shall Serve Meals And Snacks That Supplement Food Served At Home

Compliance Requirements:

A. This is to be determined by consulting with the parents.

B. An evening meal that meets nutritional requirements shall be served at a regular time each evening and shall be available to children who may arrive without having first eaten. (See Regulation 46.)

C. A bedtime snack shall be served, unless counter indicated by parents or physician. (See Regulation 46).

D. Children who remain overnight and go to school from the night-care home shall have breakfast, including juice or fruit, (See Regulation 46) unless they are regularly receiving breakfast at school.

INFANTS AND TODDLERS

All Regulations In These Standards For Licensing A Day Care Home Shall Apply To A Home Offering Care To Infants And Toddlers. No Child Under 6 Weeks Of Age Shall Be Accepted For Care.

Program

68. Infants And Toddlers Shall Be Provided A Daily Program That Is Designed To Meet Their Developmental Needs.

Compliance Requirements:

A. The care-giver shall demonstrate warm, positive feelings toward each infant through actions such as hugging, patting, smiling, and cuddling.

B. Routines such as naps and feedings shall be discussed with the parents and shall be consistent with the routine at their home.

C. Infants who are awake shall be moved to different positions and shall be held, rocked, and carried about.

D. The care-giver shall frequently change the place, position, and toys available for infants who cannot move about the room.

E. Consistent toilet training shall be undertaken at a time mutually agreed upon by parent and care-giver in accordance with the child's age and/or stage of development.

F. Infants shall be talked to: Cooing and babbling games can be played as beginning conversation.

G. Children shall be taken outdoors for a portion of every day, when weather permits. Exception to this is provided if child is ill or indicated otherwise by parent or physician.

Feeding

69. Feeding Schedules And Procedures Shall Meet The Development Needs Of The Children.

Compliance Requirements:

A. Flexible feeding schedules of infants shall be established to co-ordinate with parents' schedules at home and to allow for nursing infants.

B. Infants who cannot yet turn over alone shall be placed on their abdomens after feeding unless counter indicated by a physician.

C. Infants shall be held or placed in a chair for feeding. Bottles shall not be propped. When infants are old enough to hold their own bottles, they may feed themselves without being held.

D. Infants should be allowed and encouraged to feed themselves when they indicate a readiness to do so.

E. Safe finger foods shall be provided: Foods that dissolve or become pulpy in the mouth are appropriate finger foods.

Hygiene and Sanitation

70. Proper Standards Of Hygiene Shall Be Observed In Each Home.

Compliance Requirements:

A. Hands shall be washed and dried before the feeding of each child.

B. If the child's formula is brought in by the parent at the beginning of each day, it shall be placed in the refrigerator and indentified.

C. All opened food shall be used within 24 hours.

D. If food is fed to infants from jars, the leftovers shall be labeled with the infant's name and refrigerated immediately.

E. A toilet shall be easily accessible so that the contents of diapers may be disposed of before placing the diapers in the diaper pail.

F. Persons changing diapers shall wash hands under running water with soap after each change of diaper.

G. The child whose diapers are being changed is to be washed on his hands and anal area if there has been defecation or if irritation is present.

H. A toilet seat or potty shall be cleaned routinely after every use.

I. Sheets shall be changed when soiled, and all sheets shall be changed routinely two times per week.

J. All beds shall be wiped clean as often as necessary.

K. All utensils shall be washed after each use.

L. Toys and equipment shall be kept clean.

Equipment

71. The Equipment Must Be Appropriate To The Developmental Needs Of The Child In Care.

Complaince Requirements:

A. Safe, sturdy, well-constructed individual cots, cribs, playpens, or port-a-cribs for infants shall be equipped with good firm, fitting mattresses made of waterproof materials that can be washed.

B. Sleeping equipment for infants must have protection to prevent falls.

C. There shall be no more than one and one-half inches of space between the mattress and bed frame when the mattress is pushed flush at one corner of the crib.

D. Bed linens used on the cots, cribs, or playpens shall be safe, tightly fitting, and washable.

E. Conveniently located, washable, plastic-lined covered receptacles shall be provided for soiled diapers and linens.

F. A toilet seat or potty shall be provided.

Materials

72. The Materials Must Be Appropriate To The Developmental Needs Of The Child In Care.

Compliance Requirements:

A. Provision shall be made for an adequate supply of individual diapers, clothing, powder, oil, etc.

B. Any baby shall be able to watch the movement and color of a bright toy hung across the crib, or a mobile.

C. There shall be a variety of toys, art materials, and finger foods for infants and toddlers to grasp, pick up, and manipulate.

D. Pull toys, pounding toys, large hollow blocks, or large balls shall be available for development of large muscles.

The Illinois Department of Children and Family Services gratefully acknowledges the effort and commitment of the Statewide Advisory Committee on Day Care for sponsoring the revision of these standards and the sub-committee members of that Committee who dedicated endless hours and untiring efforts to this document. Listed below are members of the Day Care Home Subcommittee of the Statewide Advisory Committee on Day Care.

Ms. Bernice Weissbourd, Chairman
Formerly Educational Director of the
Child Care Center, Evanston, Illinois
and currently Chairman of the
Department of Children and
Family Services Advisory Council

Ms. Sylvia Cotton
President
Day Care Crisis Council of Chicago
201 North Wells Street
Chicago, Illinois 60606

Ms. Barbara Bowman
Co-Director of Erikson Institute
1525 East 53rd Street
Chicago, Illinois 60615

Ms. Jane Reardon
Formerly of the Governor's Office
on Human Resources

Resource Persons

Ms. Shirley Epstein, Supervisor
Day Care Home Licensing
Department of Children and Family Services
2020 West Roosevelt Road
Chicago, Illinois 60608

Ms. Grace Hill
Day Care Home Licensee
1328 Pitner Street
Evanston, Illinois

Ms. Esther Leber
Day Care Home Licensing
Department of Children and
Family Services
4302 North Main Street
Rockford, Illinois 61103

Ms. Mildred Berman Wilson
Formerly of the Regional
Office of Child Development,
U.S. Department of Health,
Education, and Welfare

Ms. Nell Thomas
Child Care Center
1840 Asbury
Evanston, Illinois 60201

Ms. Mary Dinnerstein
Erikson Institute
1525 East 53rd Street
Chicago, Illinois 60615

Staff

Mr. Thomas E. Villiger, Administrator
Office of Child Development

Mr. Glenn Oltman
Coordinator of Day Care Licensing
Office of Child Development
Department of Children and Family Services
628 East Adams Street
Springfield, Illinois 62706

ERRATA

Page	
2	Table of Contents lists "Staff" and "Resource Persons" as appearing on page 37. This should be corrected to page 36.
3	Second sentence under "Licensing" should read: "A licensed home is a symbol of a caregiver who is concerned with meeting the standards set by the State of Illinois for care of children, and is the first thing a parent who seeks day care services should look for."
4	Last sentence under "Night-Care Homes" should read: "A night-care home offers a safe environment for active and quiet play and opportunity for physical, social, and emotional growth."
20	Subdivision C under 29, "Assistants and Substitutes Must Be Of Suitable Ages," should read: "When the assistant is under 18 years of age, the substitute primary care-giver shall be at least 18 years of age."
28	Subdivision A under "Compliance Requirements" should read: "A suitable infant restraint or seat belt shall be available for each child and shall be used whenever the vehicle is in motion."